

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3652

**TITLE:** MENTAL HEALTH MANAGER

**GRADE:** S-28

**DEFINITION:**

Under administrative direction, administers one or more direct service therapeutic programs within a major service area; OR functions as a second-level administrator of an agency-wide support function with clinical orientation; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Mental Health Manager differs from the Mental Health Supervisor/Specialist in that the Mental Health Manager administers one or more programs within a major service area, or functions as a second-level administrator of an agency-wide support function, whereas the Mental Health Supervisor/Specialist serves as a first-level supervisor or coordinator of an agency-wide support function.

The Mental Health Manager differs from the Mental Health Division Director in that the Mental Health Manager administers one or more programs within a major service area, or functions as second-level administrator of an agency-wide support function, whereas the Mental Health Division Director administers a major mental health service area.

**ILLUSTRATIVE DUTIES:**

Supervises day-to-day program operations;  
Provides clinical management and senior clinical direction to the program and staff;  
Chairs weekly clinical staffings;  
Provides program policy guidance and interpretation;  
Evaluates program to ensure effective and efficient service delivery and develops plans to address identified gaps in services;  
Ensures that programs meet all agency and state goals and objectives, as well as compliance with all applicable licensing and funding mandates, standards, and regulations;  
Develops and implements new service initiatives and/or revises existing services;  
Manages program budget;  
Examines and evaluates individual aspects of cases for program appropriateness;  
Establishes and participates in case-oriented consultative and educative planning with community agencies, groups and schools;  
Provides input to Mental Health Therapist V on service policies and procedures and assists in program development;  
Serves on committees formulating and implementing procedures for the provision of services from multiple service areas and/or human service agencies;  
Participates in senior management team and committees;  
Participates in planning, coordinating, and evaluating mental health contract services;  
Oversees/participates in writing and developing grants.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles, theories, and methods of the psychological and social development of the individual;  
Considerable knowledge of current treatment/care philosophies and programs in the field of mental health;  
Knowledge of intake procedures, social history development, and interviewing techniques;

Knowledge of psychiatric, psychological, and/or sociological terminology and concepts;  
Broad knowledge of mental health programs and services;  
Knowledge of budgetary procedures;  
Ability to develop, coordinate, and direct specialized programs;  
Ability to recommend alternatives to traditional treatment approaches;  
Ability to provide consultative and educative expertise in specialty area;  
Ability to compile and analyze data and draw sound conclusions;  
Ability to develop and maintain effective working relationships with subordinates, co-workers, public and private sector organizations, community groups and the general public;  
Ability to interpret the impact of physical and psychotropic medication on clients;  
Ability to lead/motivate a workforce to achieve program objectives;  
Ability to work as a team member/leader and develop teamwork in others;  
Ability to conduct performance evaluations and implement personnel policies and procedures;  
Ability to communicate effectively, both orally and in writing;  
Ability to prepare and present oral and written reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited college or university with a master's degree in psychology, social work, nursing, or a related field; PLUS  
Five years of related professional experience; OR  
Graduation from an accredited college or university with a doctoral degree in psychology, social work, or a related field; PLUS  
Two years of related professional experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential programs;  
MANDT Certifications within six (6) months of appointment and annually thereafter, for positions in CSB residential services;  
First Aid and CPR certification within 90 days of appointment and maintained throughout CSB employment, for positions in residential programs;  
Medication Administration Assistance Certification within 90 days of appointment, for positions in residential programs.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;  
TB screening upon hire and annually thereafter.

REGRADED:	July 8, 2006
REISSUED WITHOUT CHANGE:	July 18, 2000
REVISED:	June 26, 2000
ESTABLISHED:	May 23, 2000